



**Planning & Community Development
Public Works**

SPECIAL EVENT RIGHT-OF-WAY PERMIT SUBMITTAL CHECKLIST

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

- ☐ **Right-of-Way Permit Application**
 - Include complete description, dates, and times of the activity.
- ☐ **Map or Drawing – two (2) copies** on 8 ½" x 11". The map or drawing is a graphical representation of your total proposal as seen from above. Please show the following details on the map or drawing:
 - North arrow.
 - Indicate the streets to be closed and location of road closure signs.
 - Designate the location of adjacent streets
 - Identify the Special Event route (if applicable).
 - Traffic Control Plan (please call City for content).

Maps downloaded from the internet can be used to meet this requirement. (See example).

- ☐ **Agency Notification (to be completed a minimum of three calendar days prior to event).** Notify the Shoreline Police Department, Shoreline Fire Department, Shoreline School District Transportation, and King County Department of Transportation (METRO Transit Division), using the attached Agency Notification form.
 - Provide **two (2) copies** of the completed Agency Notification form.
- ☐ **Event Notifications/Flyers – two (2) copies:** Affected residents are to be notified of the event. Submit proposed wording of the event notification (door hanger/event flyer) with application.

- ☐ **Certificate of Liability Insurance:** Provide certificate of liability insurance naming the City of Shoreline as additional insured. Provide Special Event Insurance coverage for the date of the event. For those events sponsored by Neighborhoods belonging to the Council of Neighborhood, the insurance is on file with the City.
- ☐ **Fees:** Right-of-Way permit fees are determined by an hourly rate of \$155.75. The minimum fee is \$155.75. Some permits may cost more due to application review time and inspection time. Fees must be paid at the time of permit pick-up.

For those events sponsored by Neighborhoods belonging to the Council of Neighborhood certain fees may be waived or reduced. See also the attached policy for more information on fee waivers or reductions for special events and required Neighborhood Sponsorship Letter (attached).

Please note: Fees effective 1/2014 and are subject to change.

- ☐ **Road Closure Signs Must Be Posted three Days Prior to Event:** For most special events the City will provide road closure signs. The signs will be available 4-5 days before the event. It is the applicant's responsibility to pickup and place the signs a minimum of three days prior to the event. It is also the applicants responsibility to return the signs within three days of completion of the event.

NOTE: Other agency approval may be necessary. Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com